

Clerical Support Unit

Pre-use Inspection Form

2012

_____ PASS _____ FAIL (Submit failed documentation to COR/CO)

Incident Name _____

Incident # _____ E #: _____

Vendor Name: _____ Agreement # _____

Equipment VIN/Unit ID# _____

Yes: _____ No: _____ Equipment VIN/Unit ID# matches RESOURCE ORDER

Inspector: (print) _____ Agency: _____

Signature: _____ Date: _____

Operator Name (print) _____

Operator Signature: _____ Date: _____

Yes: _____ No: _____ Vehicle Truck /Trailer Passes Safety Inspection: (OF-296)

Information to be provided by contractor at check-in. (D.8)

Yes _____ No _____ The Contractor shall carry a minimum of two copies of the complete Agreement at all times.

D.2.1 Minimum Equipment Requirements (mandatory)

Yes _____ No _____ AC power source (generator) that is adequate to provide sufficient power for all onboard systems (with a decibel rating no greater than 68 at 50 feet).

Yes _____ No _____ All necessary fuel and power.

Yes _____ No _____ Uninterrupted Power Supply (UPS) and line conditioner system.

Yes _____ No _____ Unit meets OSHA work environment requirements.

Yes _____ No _____ Wheel Chocks (2).

Yes _____ No _____ Trailer stabilizer.

Yes _____ No _____ Awning. (Optional)

Yes _____ No _____ Windows (Optional)

Yes _____ No _____ Internal Lighting: Sufficient to provide adequate light for night time operations.

Yes _____ No _____ Outside Lighting: Sufficient to provide light for all entrance ways (two way directional security light).

Yes _____ No _____ Steps: If needed, to provide safe entry/exit from trailer or unit.

Yes _____ No _____ All printers and plotters shall be networked with all cables and power strips supplied.

- Yes _____ No _____ Daily backup capability or redundancy needed of all data and products.
- Yes _____ No _____ DVD/CD RW writer on each workstation.
- Yes _____ No _____ Photocopiers:
- Capable of producing 400 copies of 40 pages twice per day in 3 hours.
 - Capable of producing booklet Incident Action Plan (IAP) (5 ½ wide X 8 ½ tall)
 - Capable of duplex printing.
 - Capable of printing 200 copies of 30 pages of 11" X 17" map packets in 3 hours.
 - Collating and stapling capability.
 - Metered to document copy count.
 - Printer, capable of color printing and up to 11" X 17".
- Yes _____ No _____ Plotter:
- 36" format
 - Non-GIS ready (HP design Jet 1050 or better)
- Yes _____ No _____ Fax Machine, Stationary:
- Laser type, heavy duty, capable of 100 page memory.
 - Capable of sending group fax to multiple numbers (12 or more).
- Yes _____ No _____ Telephone capabilities (commercial lines provided by the government and for government work only.
- Pre-wired for telephone use.
 - Minimum (4) line capable.
 - Single hook-up box shall be on exterior of unit.
- Yes _____ No _____ Workstations with computers (2)
- 60 GB available for use.
 - Compact Disk Read-Write drive.
 - External Hard Drive.
 - DVD Read-Write Drive.
 - Minimum of one available Universal Serial Bus (USB) Port with an available 4 port USB Hub.
 - Microsoft Office Professional software.
 - Operating System: Windows XP S3 or better.
 - Current Anti-Virus software installed.
- Yes _____ No _____ Scanner, Color Flat Bed: ability to scan documents with automatic document feed capability.
- Yes _____ No _____ Staplers, Heavy/Light Duty
- Yes _____ No _____ Hole Punch, Heavy Duty, 3-hole.
- Yes _____ No _____ Paper cutter, 18".
- Yes _____ No _____ Paper Shredder: ability to shred up to 12 sheets per pass into 7/32 strips up to 130 sheets per minute.
- Yes _____ No _____ Comb Binding capability.
- Yes _____ No _____ Laminator 8 ½" X 11" or bigger.

Yes _____ No _____ Adequate supplies for one week deployment. Vendor shall have adequate source to resupply materials.

Yes _____ No _____ White paper, no minimum but vendor is required to have enough to meet the needs specified (400 copies of 40 pages twice a day in three hours or less).

Yes _____ No _____ Color paper, (8 ½" X 11" and 11" X 17"), four (4) colors, one (1) ream each.

Yes _____ No _____ All paper shall be a minimum of 30% recycled content.

Optional Item Internet capability to establish a minimum level of service for satellite internet access and is for government use only. **(Must meet minimum standards as follows:)**

Yes _____ No _____ Min. bandwidth: 1.5 Meg Download speed, 512 kbps Upload speed.

Yes _____ No _____ Dynamic IP addressing w/port address translating or static IP addressing must allow 40 internal concurrent host accesses.

Yes _____ No _____ Ability to support 3DES IPsec tunneling is required to support end to end solutions.

Yes _____ No _____ Min. Hardware: WI-FI Access Points: 802.11 A/B/G compatible with WEP key encryption options.

Yes _____ No _____ Browser administered.

Yes _____ No _____ Power over Ethernet capable.

Yes _____ No _____ POE 8 port data switch.

D.3.1 Training/Experience

Yes _____ No _____ Personnel shall be skilled in the use of Microsoft Office, and capable of performing basic word processing functions.

Comments:
